

**Title**: Consultancy to Review OAFLAD Finance Manual and Human Resource Manual and Related Policies

**Organization**: Organization of African First Ladies for Development (OAFLAD)
**Duration:** 05 December 2023 - 29 February 2024

**Background:**

Established in 2002, the Organization of African First Ladies for Development (OAFLAD) is based in Addis Ababa, Ethiopia. Initially engaged in HIV response, OAFLAD has since expanded its mandate to cover four interlinked pillars: health, gender equality, social protection, and capacity development of future leaders.

OAFLAD seeks to engage a consultant with in-depth knowledge and experience in finance and human resource administration processes for non-profit organizations.

**Objective:**

The main objective to conduct a revision of the existing OAFLAD finance and human resource manuals in order to present a standard financial and human resource management system for OAFLAD considering the growing needs of the organization.

**Specific Objectives:**

* Revise existing OAFLAD finance manual and templates and design effective financial management system,
* Revise existing OAFLAD human resource manual and templates and design effective human resource management system.

**Scope of Work:**

OAFLAD has financial management and human resource manuals that have been adopted in 2014. But there has some limitation, which was found in past several General Assembly and external audits. That’s why OAFLAD is in process to develop a standard policy and review current manuals and that will meet all the compliance raised in the past years. The specific scopes of work are,

* Review the current Finance and Human Resource Manuals suggesting various amendments and addendums of the manuals,
* Review the recommendations of several General Assembly and audit reports in past years,
* Meeting with OAFLAD concern staffs to know the limitations and expectation
* Review legal requirement in Ethiopia pertaining to financial and labor obligations and identify the gap in the manuals if any,
* Develop an effective financial management policy,
* Update the current Finance and Human Resource Manual as per finding and needs of the organization,

**Description of Task:**

The process will be led by an independent consultancy firm or individual consultant(s) skilled in the field of finance and human resource management. The consultant will be guided by OAFLAD Executive Secretary, Finance Officer with support from Finance and Administrative Assistant.

**Methodology:**

* The consultant(s) will carry out a desk review of OAFLAD current Manuals, their effectiveness and efficiency in terms of organizational performance and the currents trends in the NGO sector in Ethiopia.
* The Consultant(s) will interview the concerned OAFLAD Secretariat staff to collect relevant information in regards to updating the manuals.
* The Consultant(s) will present updated Finance and Human Resource Manuals highlighting proposed changes to OAFLAD Secretariat
* The Consultant(s) might will present the final documents to the OAFLAD General Assembly for final approval.

**Deliverables:**

• Revised Financial manual including formats, templates and tools.

• Revised Human Resource Management Manual including formats, templates and tools.

• Providing training to concerned OAFLAD staff on the updated manuals.

**Qualifications:**

* Masters in Accounting, Management, ACCA, CPA, CA or another relevant subject
* Demonstrated knowledge of the Ethiopian labor and tax law as well as general accepted accounting principles

**Work Experience:**

* A minimum of five years’ experience in the revision, development or consulting in the areas of administration, finance, human resources management.
* Experience in financial accounting standards and program management processes.
* Demonstrated experience in effecting change in an organization is desirable.

**Duration of the assignment:**

This consultancy is expected to commence on 05 December 2023. Updated manuals must be delivered to OAFLAD by 22 January, 2024. Presentation for validation will be done on 14 February and training of staff should be finalized by 29 February 2024.

**Submission of the proposals:**

Interested consultants are expected to submit two sets of proposals, one Technical and another Financial, clearly marked as such, and sent to: Rediet@oaflad.org

**Deadline for receiving submissions is 28 November 2023.**

Only shortlisted candidates will be contacted.